

SECRET

LBK

Executive Registry
64-5558

7 AUGUST 1964

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS FROM 1-31 JULY 1964

1. CABLES PROCESSED

A. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES TOTALED 49,608 ITEMS FOR JULY BROKEN DOWN AS FOLLOWS:

COMPARISON WITH THE 1963 MONTHLY AVERAGE

		<u>OVER</u>
CIA IN CABLES	22,350	16%
CIA OUT CABLES	7,109	2%
MISCELLANEOUS	3,836	23%
NON-CIA CABLES	<u>16,313</u>	<u>11%</u>
TOTAL WORK UNITS	49,608	13%

B. FROM 1 JANUARY 1964 THRU 31 JULY 1964 THE CABLE SECRETARIAT PROCESSED 198,301 CIA IN/OUT CABLES WHICH IS 9% MORE THAN THE NUMBER OF CIA IN/OUT CABLES (181,338) PROCESSED DURING THE SAME PERIOD IN 1963.

C. 1152 OR 2.5% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED TO 1,239 OR 2.5% FOR JUNE 1964.

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2. PERSONNEL

OUR PERSONNEL OPERATING STRENGTH, AS ANTICIPATED, IS DOWN TO [REDACTED] PERSONS AGAINST OUR CEILING OF [REDACTED]. DURING JULY WE LOST ONE CABLE ANALYST AND TWO CLERKS BY RESIGNATION, AND ONE CLERK BY TRANSFER TO THE OFFICE OF SECURITY. AN ADDITIONAL LOSS IN OUR CLERICAL STAFF WAS MR. HENRY WESS WHO DIED ON 16 JULY 1964. HE HAD BEEN ILL FOR SOME TIME AND WAS DUE TO RETIRE AT THE END OF JULY. OFFSETTING OUR LOSSES WE GAINED TWO CLERKS. THE OFFICE OF PERSONNEL IS CONTINUING THEIR EFFORTS TO FILL THE VACANCIES IN OUR CLERICAL STAFF WHERE WE ARE NOW HURTING THE MOST. WE ARE HOPEFUL THEY WILL FIND A FEW PEOPLE FOR US IN AUGUST.

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3. GENERAL

A. MY VISIT WITH OFFICE OF COMMUNICATIONS TO NEWPORT BEACH, CALIFORNIA TO SEE THE COLLINS RADIO COMPANY'S DEMONSTRATION OF AUTOMATIC SWITCHING SYSTEM EQUIPMENT IS SCHEDULED FOR 20 AUGUST 1964.

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GROUP 1
downgrading and
declassification

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B. OUR EXPERIMENT WITH SIGNAL CENTER USING MASTER MATERIAL IN TELETYPE PRINTERS WAS TESTED AGAIN DURING THE MONTH AND OVER A PERIOD OF FOUR DAYS WE SUCCESSFULLY PROCESSED SEVERAL HUNDRED CABLES BY THIS METHOD. WE ARE PLEASED WITH THE QUALITY OF REPRODUCTION OBTAINED AND ARE NOW CONVINCED THAT WE AND SIGNAL CENTER ARE JUSTIFIED IN GOING AHEAD WITH A SUBSTANTIAL PURCHASE OF THE SPECIAL FORMS AND TELETYPE ROLLS REQUIRED FOR THE METHOD TO BE TESTED IN DEPTH. OUR EXPERIENCE IN WORKING WITH THE MASTER MATERIAL INDICATES THE NEW METHOD WILL INCREASE OUR CAPABILITY AND IMPROVE OUR SPEED OF SERVICE, PARTICULARLY FOR THE RELATIVELY LARGE VOLUME OF PRIORITY AND IMMEDIATE ITEMS.

25X1A C. ON 23 JULY, I MADE, ON THE BEHALF OF THE SUGGESTION AWARDS COMMITTEE, TWO AWARDS. THE FIRST WAS TO [REDACTED] FOR \$75 FOR HIS SUGGESTION CONCERNING THE USE OF A PREPRINTED FORM TO BE USED AS A COVER SHEET FOR THE TRANSMITTAL OF MATERIAL THRU THE TUBE SERVICE. THE SECOND AWARD FOR \$125 WAS TO [REDACTED] FOR HER SUGGESTION REGARDING THE REPRODUCTION OF TWO MESSAGES ON ONE MASTER IN THE 914 XEROX. NEEDLESS TO SAY, THIS WAS A HAPPY OCCASION FOR ALL.

25X1A

D. FE RECENTLY INSTITUTED A CHANGE IN THEIR MESSAGE CENTER HOURS OF COVERAGE. THEY NOW HAVE A PERSON COME IN AROUND MIDNIGHT OR SO AND WHO GETS ALL THE CABLES WE PROCESS RIGHT UP TO SIX A.M. OR SO. THESE HOURS COMPLEMENT OURS, AND I AM CONFIDENT THAT FE DESKS NOW GET THEIR CABLES HOURS SOONER. I ADVISED [REDACTED] WHO WAS ACTING ADDP AT THE TIME, THAT I THOUGHT THIS WAS A REAL BIG STEP IN THE RIGHT DIRECTION IN SPEEDING UP CABLE HANDLING, AND THAT I HOPED OTHERS WOULD FOLLOW SUIT.

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[REDACTED]
CABLE SECRETARY

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